

# VACANCY ANNOUNCEMENT FEDERAL MARITIME COMMISSION

Announcement No.: 2010-05  
Issue Date: 06-30-10  
Closing Date: 07-28-10  
Area of Consideration: All Federal civil  
service employees

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**POSITION:** Senior Executive Service Candidate Development Program

**GEOGRAPHIC LOCATION:** 800 North Capitol Street, N.W.  
Washington, D.C. 20573-0001

**NUMBER OF POSITIONS:** More than one participant may be selected under this  
announcement

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## **Description of Program:**

The Senior Executive Service Candidate Development Program (SESCDP) is a part-time program designed to identify and select a pool of highly qualified and diverse individuals with demonstrated potential to assume selected executive positions in the Federal Maritime Commission (FMC); provide participants with developmental assignments and formal training activities to enhance their executive competencies and increase their awareness of public policy, programs and related issues; and promote the development of a Government-wide corporate culture through exposure to ideas and concepts across Government.

Selected candidates participate in the SESCO DP generally for 18 months, depending on the needs of the individual participant. Candidates selected from outside the FMC who are currently serving in career or career-type appointments in other agencies may participate in the Program while serving in their current agencies upon negotiation of acceptable terms with the candidates' agencies. Participants who are serving in other than career or career-type appointments will be offered Schedule B appointments at FMC at the GS-14 or 15 level for the time of their participation in the Program, in accordance with 5 CFR § 213.3202(j). Candidates selected from within FMC will remain in their current positions. Each candidate will work with an assigned career senior executive who serves as mentor and will assist in developing the candidate's Individual Development Plan (IDP) based on the individual's needs; meet regularly to counsel and advise the candidate; and report to the ERB Chair on the candidate's progress. Developmental experiences, designed to match organizational and individual needs, will include participation in at least 80 hours of formal, interagency, executive level training and seminars; a significantly challenging developmental assignment or series of assignments, lasting not less than four months of full-time service outside the candidate's position, designed for the candidate to reach mastery in as many of the competencies as possible; and a special project, developed, as necessary, to provide enhancement of the candidate's career goals.

## **Qualifications Required:**

The SESCO DP is open to all qualified individuals currently employed at the GS-14/15 (or equivalent) level in the Federal civil service. Candidates will be assessed against the mandatory Executive Core Qualifications (ECQs) and the following technical qualifications:

**Technical Qualifications:** Knowledge of the maritime transportation industry, expertise in ocean transportation regulation, and/or knowledge of FMC organization and responsibilities.

**Executive Core Qualifications:** The Office of Personnel Management (OPM) has identified five Executive Core Qualifications (ECQs) which are designed to assess executive experience and potential. In addition to the technical qualifications, you will be assessed for executive competency or potential against the following five ECQs. The ECQs provide the focus for OPM certification of executive qualifications and describe the leadership skills needed to succeed in the SES. Applicant's experience and related accomplishments should reflect the ability or potential to provide executive leadership for the following activities/core qualifications.

**1. Leading Change** - This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

**Key Characteristics:**

(a) Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.

(b) Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.

(c) Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, state and local governments, and interest groups; formulating effective strategies to balance those interests consistent with the business of the organization.

(d) Being open to change and new information; managing ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.

(e) Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.

(f) Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

**Leadership Competencies:** Creativity and Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, and Vision.

**2. Leading People** - This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

Key Characteristics:

- (a) Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.
- (b) Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).
- (c) Valuing diversity and other differences; fostering an environment where people who are diverse can work together cooperatively and effectively in achieving organizational goals.
- (d) Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- (e) Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- (f) Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

Leadership Competencies: Conflict Management, Leveraging Diversity, Integrity/Honesty, and Team Building.

**3. Results Driven** - This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Key Characteristics:

- (a) Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- (b) Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.
- (c) Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- (d) Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.
- (e) Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify standards to promote customer service and/or the quality of programs and policies.

(f) Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility.

**4. Business Acumen** - This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision making.

Key Characteristics:

(a) Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.

(b) Overseeing the allocation of resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.

(c) Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.

(d) Overseeing procurement and contracting procedures and processes.

(e) Integrating and coordinating logistical operations.

(f) Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

Leadership Competencies: Financial Management, Human Resources Management and Technology Management.

**5. Building Coalitions/Communication** - This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Key Characteristics:

(a) Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.

(b) Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of

organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.

(c) Developing and enhancing alliances with external groups (e.g., other agencies or firms, State and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.

(d) Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating win-win situations.

(e) Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; being tactful and treating others with respect.

(f) Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, and Written Communication.

**Selection Procedures:** The Office of Human Resources will review all applications to determine basic eligibility for entry into the SESCO. Qualified candidates will be referred to the FMC Executive Resources Board (ERB) and rated and ranked based on the extent to which they possess the qualifications listed above. The ERB will determine the best qualified applicants by assessing each candidate's experience, supervisory appraisal of performance and potential, relevant developmental activities, and pertinent, recent awards received, and may, at its discretion, conduct interviews to determine program finalists. The ERB will forward a list of the best-qualified candidates to the Chairman of the FMC, who will make the final selections. All applicants will be notified by the Office of Human Resources of the final results. The ERB will certify the executive core qualifications of all individuals who successfully complete the Program to OPM's Qualifications Review Board. Following QRB certification, individuals may be noncompetitively appointed, without time limit, to any SES position for which qualified in the Federal service.

**HOW TO APPLY:** All applicants should furnish the following (FAILURE TO SUBMIT ALL REQUIRED FORMS AND SUPPLEMENTAL NARRATIVE STATEMENTS OR INFORMATION WILL RESULT IN LOSS OF CONSIDERATION FOR THE POSITION):

1. A current, complete application, for example an Optional Form (OF) 612, Optional Application for Federal Employment. To obtain an electronic copy of an OF-612 visit <http://www.opm.gov/forms/html/of.asp>. Also acceptable is a resume format or any other application in written format (**required**). The following information must be contained in your application:
  - a. announcement number and title
  - b. full name, mailing address, day and evening phone numbers
  - c. social security number
  - d. country of citizenship
  - e. Forms DD-214 and/or SF-15 as appropriate (proof of veterans' preference)
  - f. highest Federal civilian grade held (give job series and dates held)
  - g. education level: (1) High school (name, city, state, and date of diploma or GED) (2) Colleges or Universities (name, city, state, major field of study, and type and year of any

- degree received - if no degree(s), show total credits earned and indicate whether semester or quarter hours)
- h. work experience (give the job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor)
  - i. job-related training courses (title and year)
  - j. job-related skills (e.g., other language skills, computer software/hardware skills)
  - k. job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, public speaking, etc.);
2. A copy of the latest SF-50, "Notification of Personnel Action," or equivalent documentation showing current grade and appointment status (**required**);
  3. A supplemental narrative statement addressing the technical qualifications and each of the mandatory Executive Core Qualifications, as stated above. This statement must provide specific examples of your actual experience, education, and accomplishments that are applicable to each of the ECQs. Examples should describe the activity in which you participated, the context within which these actions occurred, and the outcomes of your actions. Make sure the examples indicate the quality and effectiveness of your performance and demonstrate your ability to achieve results. This statement may be completed on plain bond paper, not to exceed one page for each ECQ. For further information on writing effective ECQ statements, you may refer to OPM's publication, "Guide to Senior Executive Service Qualifications" available for downloading on the OPM website at <http://www.opm.gov/ses/recruitment/ecq.asp> (**required**);
  4. Supervisory assessment of your performance and/or potential to succeed in each ECQ and the technical qualifications (**attached *FMC SESCDP Supervisory Assessment Statement* is required**); and
  5. A copy of your most recent performance appraisal and performance plan (**required**).

Applications must be **received** no later than the closing date of the announcement and should be sent to the Office of Human Resources, Room 924, Federal Maritime Commission, 800 North Capitol Street, N.W., Washington, D.C. 20573.

1. Applications can be e-mailed to: [humanresources@fmc.gov](mailto:humanresources@fmc.gov). All e-mailed applications **must** be sent as an attachment in MS Word, WordPerfect, PDF or other compatible format. Applications included in the body of the e-mail or in other unrecognizable formats will **NOT** be considered. Applications submitted electronically should be received in our agency e-mail system by the closing date of the announcement. Additional application materials may be faxed to the agency at the number shown below by the closing date of the announcement.

2. Applications can be faxed to the FMC at this fax number: **202-523-7842**.

3. Applications can be sent to the FMC via a private delivery service such as UPS, FedEx, etc.

4. Applications can be hand-carried to the FMC Office of Human Resources in Room 924 at 800 North Capitol Street, N.W., Washington, D.C.

**\*PLEASE NOTE: If you choose to use the USPS to mail your application, all required documents must be received in our Office by the closing date in order to be considered. No exceptions will be made to this requirement. The filing of job applications is a personal matter, not official**

**government business. Such personal mail is, therefore, subject to payment of postage by the employee. Applications received in official postage-paid or government franked envelopes will not be acknowledged or considered.**

Applications submitted become the property of the Federal Maritime Commission and will not be returned. For further information regarding this announcement contact Mary McPherson at (202) 523-5773 or by e-mail at [humanresources@fmc.gov](mailto:humanresources@fmc.gov).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please contact the Office of Human Resources at (202) 523-5773. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**SELECTION FOR THE SESCDP WILL BE MADE WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING PHYSICAL HANDICAP, SEXUAL ORIENTATION OR ANY OTHER FACTOR WHICH IS NOT JOB RELATED.**

**FEDERAL MARITIME COMMISSION (FMC)  
Senior Executive Service Candidate Development Program**

**SUPERVISORY ASSESSMENT STATEMENT**

**NAME OF APPLICANT:**

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This form lists the executive and technical qualifications which are necessary for successful performance in the FMC SESCDP. Using the scale below, please evaluate the applicant's performance and/or potential on each qualification, giving examples to substantiate your ratings, using the space provided below each.

Rating Scores: 4=Superior 3=Very Good 2=Acceptable 1=Not acceptable  
X=Unable to Appraise/Not Applicable to Position

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ECQ 1 LEADING CHANGE . . . the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity. [Leadership Competencies: Creativity and Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, and Vision]

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**\_\_ ECQ 2 LEADING PEOPLE** . . . the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. [Leadership Competencies: Conflict Management, Leveraging Diversity, Integrity/Honesty, and Team Building]

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**\_\_ ECQ 3 RESULTS DRIVEN** . . . stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. [Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility]

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**\_\_ ECQ 4 BUSINESS ACUMEN** . . . the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making. [Leadership Competencies: Financial Management, Human Resources Management and Technology Management]

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**\_\_ ECQ 5 BUILDING COALITIONS/COMMUNICATION.** . . the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. [Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, and Written Communication]

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**\_\_TECHNICAL QUALIFICATIONS:** Knowledge of the maritime transportation industry, expertise in ocean transportation regulation, and/or knowledge of FMC organization and responsibilities.

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Signature of Supervisor/Rater: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I have supervised the applicant from \_\_\_\_\_ to Present.

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